

**Instructions for completing the Virginia Department of Minority Business Enterprise MBE/WBE
Certification Application.**

1. Legal Business Name

This is the name in which the business is registered with the State Corporation Commission or which is licensed by local government to do business in the Commonwealth of Virginia.

If the business is conducted in a name other than the legal business name, be sure to comply with the provisions regarding Assumed or Fictitious Business Names.

2. Business or Trade Name (Assumed or Fictitious Business Name)

This is how your business will be listed in our records.

If the business is conducted in Virginia under a name other than the legal business name, an assumed or fictitious name certificate must be filed in the office of the Clerk of the Court in each county or city where business is to be conducted. If your business is a limited partnership or a limited liability company or a corporation, you must obtain a copy of each fictitious name certificate, attested by the Clerk of the Circuit Court where the original was filed and file it with the Clerk of the State Corporation Commission. A copy of the attested certificate must also be filed with this application.

3. Federal Tax ID Number

Give the Federal Tax ID number of your firm as provided on your firm's filed tax returns, if you have one. This could also be the Social Security Number of the owner of your firm.

4. Dunn & Bradstreet (DUNS) Number

The DUNS number is a unique identifier provided free by Dun and Bradstreet (<http://smallbusiness.dnb.com>) Dun & Bradstreet is a credit reporting and business services company. A DUNS number is required for e-commerce to accurately identify vendors receiving awards and to process payments accurately. The toll free number to obtain a DUNS number is: 888-814-1435. A DUNS number is also required to register with eVA.

5. Mailing Address

This is the address at which you wish to receive correspondence.

6. Physical Address

This is the address of the actual location of the business and is to include the street, city, state, & zip code.

7. Contact Information

Indicate the primary telephone number of your firm, the fax number, and e-mail address of the contact person of your firm.

8. Is the Firm Registered in eVA

Indicate whether firm is eVA registered, firms are not required to register to do business with the Commonwealth of Virginia, but must be registered to participate in the SWAM initiatives.

9. Year Established

Indicate the year your business was started

10. Date Incorporated

Indicate the date the business was incorporated

11. Number of Employees

Indicate the number of employees. This refers to the number of persons who are salaried or to whom the business issues a W-2 tax form.

12. Ownership

Check the appropriate box that describes the legal form of ownership of your firm

Please Note: All businesses which are not sole proprietors applying for certification/re-certification that are located outside of the Commonwealth of Virginia must provide a "Certificate of Authority to Transact Business in Virginia" from the State Corporation Commission. www.state.va.us/scc/division/clk/forms/scc759.doc

- 13. Name of Principal Owner(s) and Pertinent Information**
Indicate the name(s), gender and ownership percentage of the person(s) who owns the majority of the company. **Please name all owners or partners and percentage. If additional space is needed, please attach information. (NOTE: Percentage should total 100%)**
- 14. Registered Agent**
If your business is a corporation, please provide the name, address and phone number of the Registered Agent.
- 15. Principal Owner's Minority Type (MBE Only):**
Check the appropriate box that indicates the minority type of the owner(s)
- 16. Control**
If your business is a Corporation, answer questions (1-9) that apply to your firm.
- 17. Information about the Business**
Check the appropriate box indicating for which program your firm is currently certified
- 18. Product Line Service**
Indicate the primary product line or service offered by your firm. The National Institute of Governmental Purchasing Codes (NIGP), North American Industrial Classification System (NAICS), and the Commonwealth of Virginia Commodity Classification Code are also to be listed. If you are unfamiliar with these code systems, choose a category and further define it in your own words. Use key words associated with the product or service. If possible, include a copy of any literature or brochures that you use.
- 19. Geographic Marketing Area**
Check the appropriate box indicating in which area you do most of your business
- 20. Gross Revenue**
Please indicate the total amount of receipts the business received in any one taxable year

CHECKLIST

In order to complete your application for MBE or WBE certification, you must attach copies of all of the following documents as they apply to you and your firm.

All Applicants

- ☐ Work experience resumes (that include places of ownership/employment with corresponding dates), for all owners and officers of your firm.
- ☐ Certificate of Fictitious Name, if applicable.
- ☐ Documented proof of contributions used to acquire ownership for each owner.
- ☐ List of equipment leased and signed lease agreements.
- ☐ All relevant licenses.
- ☐ DBE, 8(a) or SDB certification letters, if applicable.
- ☐ Bank authorization and signatory cards.
- ☐ Proof of protected class membership, such as birth certificate, driver's license (if race is specified), INS documentation, passport (if born outside of United States).

Partnership or Joint Venture

- ☐ Original and any amended Partnership or Joint Venture Agreements.

Corporation, Limited Liability Corporation (LLC) or Limited Liability Partnership (LLP)

- ☐ Official Articles of Incorporation or Articles of Organization.
- ☐ Both sides of all corporate stock certificates and your firm's stock transfer ledger.
- ☐ Shareholder's Agreement, if any.
- ☐ Minutes of all stockholders and board of directors meetings.
- ☐ Corporate By-Laws and any amendments.
- ☐ Corporate bank resolution and bank signature cards.
- ☐ Official Certificate of Formation and Operating Agreement with any amendments (for LLC or LLP).
- ☐ Virginia State Corporation Commission Authority to Transact Business in Virginia (for firms incorporated outside of Virginia).

Return this Application for Certification, and any information to be included with it, to:

Virginia Department of Minority Business Enterprise (VDMBE)
200-202 N. 9th Street, 11th Floor
Richmond, VA 23219
Attn: Certification Officer